

Bill of Sale Power of Attorney

[Sender's name]

[Address line]

[State, ZIP code]

[Date]

[Recipient's name]

[Address line]

[State, ZIP code]

[Subject]

Dear [recipient's name],

This letter enclosed the power of attorney document authorizing [name] to [specify the tasks].

Please make certain that he or she is to encounter no problems accessing the files that he deems fit and that he is recognized as having this authority.

You may contact me for further concerns and queries.

Yours truly,

[Sender's name]

[Sender's title, optional]

[Enclosures: number, optional]

cc: [Name of copy recipient, optional]